

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
FINANCIAL AID ASSISTANT, PT Grant Funded
UNIT IF APPROPRIATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Hours:

Salary: \$17.93/hr., 20 hrs./wk., 3 year grant-funded

Closing Date: November 26, 2012

General Knowledge: Excellent oral and written communication skills; ability to prioritize time and perform multiple tasks; ability to operate personal computer; working knowledge of MS Word and Excel software; attention to detail; and strong customer service skills.

Preferred Skills and Ability: Financial Aid experience a plus.

Position Summary: Provides clerical support associated with departmental responsibilities including managing the Financial Aid telephone line and mailbox; initiating daily procedures and data entry in Powerfaids; providing general assistance to students completing financial aid forms; responding to telephone and email inquiries and correspondence concerning financial aid status; entering data in student database; producing and sending routine letters and emails; monitoring entrance and exit counseling compliance; assisting with arrangement for travel (TA's, check requests); creating and maintaining paper and electronic files; and performing other duties as assigned.

Eligibility Requirement: High school diploma required, associate degree preferred; minimum of six months of clerical experience required.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at www.charteroak.edu/AboutUs/Employment by 11/26/2012. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.